

Medicare Managed Care Manual

Chapter 20 - Plan Communications Guide

Section 2 - NDM User Instructions

(Rev. 40, 11-14-03)

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2.1 - Direct Electronic Communication

(Rev. 40, 11-14-03)

The direct electronic exchange of enrollment, disenrollment, and correction information to and from CMS is supported by communications software, NDM for Mainframes and NDM for Personal Computers. Plans decide which method of communication fills their needs for transmitting and receiving plan information. NDM must be purchased from the vendor, Sterling Software. Sterling Software can be reached at 1-800-292-0104.

For using NDM, refer to your NDM manuals.

2.1.1 - NDM - Mainframe (Host

(Rev. 40, 11-14-03)

This software is used to transmit and receive information from mainframe to mainframe between the plan and CMS Data Center. This means of transmitting data is recommended for the Plans that transmit or receive over five million bytes per session.

2.1.2 - NDM - PC

(Rev. 40, 11-14-03)

This software is used to transmit and receive information between the PC and the mainframe at CMS Data Center. The option is recommended for the Plans that transmit or receive more than one million bytes but less than five million bytes per session.

2.2 - User Responsibilities

(Rev. 40, 11-14-03)

All users of NDM have responsibilities that must be fulfilled in order to support the system's functioning. Other than the obvious hardware and software maintenance, you are responsible for supplying CMS with information about your organization, your users, and testing.

Although testing and the supply of information primarily apply to the setup stage of the system, your responsibility does continue into the operational phase. Information must be updated as changes occur in your organization, and any information regarding the operation or malfunction of the system must be reported. Test procedures must be repeated after alterations to the system components are made, such as the installation of updated software or changes in hardware. You may also need more testing when your personnel changes.

2.3 - Getting Started

(Rev. 40, 11-14-03)

2.3.1 - Installation Instructions

(Rev. 40, 11-14-03)

When a Plan decides to use NDM or NDM-PC, it must contact the CMS Action Desk to request the initial NDM or NDM-PC setup. A request for CMS Data Center and NDM User IDs will then be processed. [Appendix B](#) contains a request form for access to the CMS Data Center. Getting a dedicated line takes approximately eight weeks. The initial setup of NDM / NDM-PC to verify connectivity to CMS Data Center is coordinated by the CMS Action Desk.

For initial setup of NDM or NDM-PC, your contact numbers at the CMS Action Desk are as follows:

Outside Maryland	1-800-562-1963
Within Maryland	1-410-786-2580

Once the Plan receives its User ID, it can test the connectivity with CMS Data Center through the CMS Action Desk, which gives the Plan a process by which to transfer data. The CMS Data Center then submits a job to capture the Plan data for monthly processing. When the monthly processing is complete, reports are available for the M+C organizations to receive electronically.

For testing of the process and system problems, refer to [Appendix H](#) for contact information.

2.3.2 - Logging onto the CMS Data Center

(Rev. 40, 11-14-03)

Your first communication with the CMS computer occurs when you log on to the CMS Data Center. Follow the instructions here to guide you through this process. Because the CMS Data Center Logon screen is subject to change, you are given two sets of instructions. Choose which directions to follow according to the initial screen or prompt you receive after making a connection.

2.3.3 - Menu Logon Instructions

(Rev. 40, 11-14-03)

When the CMS Data Center logo screen is displayed, use the following logon instructions:

```
DEPARTMENT OF HEALTH AND HUMAN SERVICES                Terminal
HCFA DATA CENTER                                         LU08D113

HH      HH      DDDDDDD//
HH      HH      DD  ///D  CC      CC
HH      HH      DD  ///DD CC      CC
HHHHHHHHHH      DD  /// DD  CC
HHHHHHHHHH      DD  -///DD CC
HH      HH      DD  /// DD  CC      CC
HH      HH      DD  /// DD  CC      CC
HH      HH      DD///DDDD  CCCCCC
HH      HH      //
OFFICE OF COMPUTER AND COMMUNICATIONS SERVICES

PLEASE HIT 'ENTER' FOR APPLICATION SELECTION MENU
(THE ACTION DESK PHONE IS: (410)-786-2580 or 1-800-562-1963)
(THE CMS Data Center STATUS PHONE IS: (410)-786-2599)
!!!! PLEASE HIT PF12 AT THE APPLICATION MENU FOR  LATEST HCFA NEWS !!!!!

***** B R O A D C A S T   M E S S A G E S *****
*****
FOR OS / 390 V2R5 IMPLEMENTATION REVIEW THE 'CMS Data Center NEWS' FOR
THE
***** LATEST INFORMATION ALERTS *****
```

1. When you see the CMS Data Center logo screen, press <ENTER>, and the Application Menu screen will be displayed.

Logging in to TSO

```
PAGE 1 of 3 ..... A P P L I C A T I O N   M E N U .....
05/19/00 10:51                                     TERMINAL - LU08D1

** PLEASE CHECK HCFA NEWS FOR THE LATEST SYSTEM INFORMATION **
***** HIT PF12 AT THE APPLICATIONS MENU *****
*****

.....

      1  TSO          ACTIVE      Application Development
      2  RESERVED    INACTIVE    Future CICS System
      3  CICS41       ACTIVE      CICS41 System
      4  M204PRD1     ACTIVE      MODEL204 Production Region
      5  M204PRD2     ACTIVE      MODEL204 Version 2 Production
      6  WYLBUR       ACTIVE      WYLBUR Online System
      7  IDMSTEST     ACTIVE      IDMS/CV100 Database System
      8  Y2KMILL      ACTIVE      MILL LPAR 2 Menu
      9  M204PRD3     ACTIVE      Oscar/Cafm/Casr/Crowd/Clia

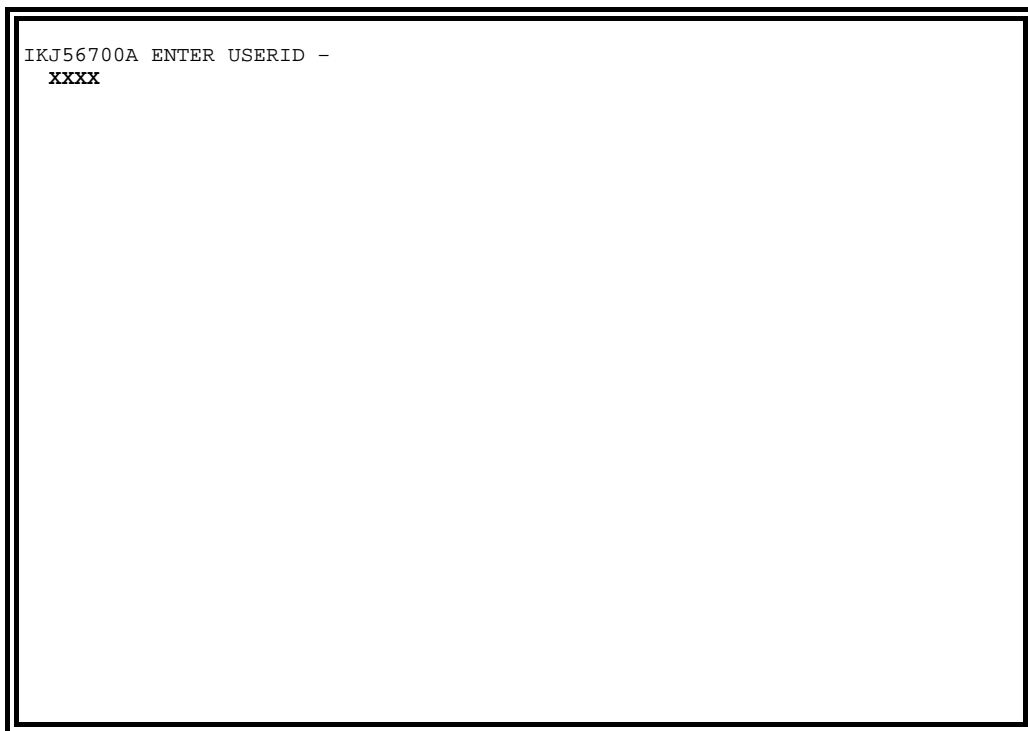
Select application ==> 1

more . . .

.....
PFK 1  H E L P          PFK 12  ** CMS Data Center NEWS**    PFK 3  CMS
Data Center LOGO
PFK 7  PAGE BACK              PFK 8  PAGE FORWARD
PFK 2  APPLICATION INFO      PFK 11  UTILITIES
```

2. To login to TSO, select Option 1 - TSO by typing 1 and pressing <ENTER>. The TSO screen will be displayed.

NOTE: If the cursor is not in the box beside Select application, click on the box or use TAB to move the cursor into the box.



IKJ56700A ENTER USERID -
XXXX

3. When the message ENTER USERID is displayed, type in your CMS User ID (XXXX) and press <ENTER>. The TSO/E Logon screen will be displayed.

NOTE: If the cursor is not in the box beside ENTER USERID, click on the box or use TAB to move the cursor into the box.

```

----- TSO/E LOGON -----

Enter LOGON parameters below:                RACF LOGON parameters:

Userid    ==> XXXX
Password  ==>
New Password ==>
Procedure ==> $TSUSER                        Group Ident ==>
Acct Nbr  ==> 7XX7XX95000
Size      ==> 4096
Perform   ==>
Command   ==> EX 'OG00.@BGD5050.PLANCOMM.CLIB(PLANCOMM)'

Enter an 'S' before each option desired below:
          -Nomail          -Nonotice          -Reconnect          -OIDcard

PF1/PF13 ==> Help   PF3/PF15 ==> Logoff   PA1 ==> Attention   PA2 ==> Refresh
You may request specific help information by entering a '?' in any entry field.

```

4. A screen full of prompts displays on your terminal. Your User ID will be filled in on the screen, and your cursor will be positioned after the prompt that reads **PASSWORD ==>**. Type in your password. (You will receive a six-character password from CMS for your first logon use.) After entering your password, you may change the password by pressing <TAB> to position the cursor in at the New Password field and entering a new password (your own password must be at least six characters but no more than eight characters) in the space provided. The system prompts you to repeat your new password. Follow instructions and re-enter your new password. You must use that password whenever you login to the CMS mainframe. Press the <ENTER> key when you are finished.
5. Move down to the space after the next prompt for **ACCT NMBR ==>** by using the <TAB> key or by pressing <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt **ACCT NMBR ==>**. An informational screen displays if you type N or press <ENTER>. Type your accounting number (an eleven-character code that resembles the number 7XX7XX95000) and press <ENTER>.
6. After you have entered your accounting code, the Logon screen is replaced with a screen which ends by asking if you wish to bypass the messages. Enter a "Y" or "N" (Y/N). An informational screen displays if you type N or press <ENTER>. Type Y and press <ENTER>.

You have now completed the process to logon to TSO. The word **READY** on your screen indicates that the system is waiting for your next command.

To logoff of TSO, go to the **READY** prompt, type **LOGOFF** and press <ENTER>.

2.3.4 - Prompt Logon Instructions

(Rev. 40, 11-14-03)

Use the following logon instructions if the initial display is a prompt saying "THIS IS THE HCFA DATA CENTER, HOW MAY WE HELP YOU?"

1. When you see the CMS Data Center prompt, type LOGON [your ID] and press <ENTER>.
2. A screen full of prompts displays on your terminal with your cursor positioned after the prompt that reads PASSWORD ==>. Type your password and either (a) move down to the space after the prompt ACCT NMBR ==> by using the <TAB> key or (b) press <ENTER>. If you press <ENTER>, the first screen disappears and returns cleared with the cursor placed after the prompt ACCT NMBR ==>. Type your accounting code and press <ENTER>.
3. After you have entered your accounting number, the Logon screen is replaced with a screen that ends by asking if you wish to bypass the messages (Y/N). If you type N or press <ENTER>, informational messages appear. Type Y and press <ENTER>.

You have now completed the logon process. The word READY on your screen indicates that the system is waiting for your next command.

NOTE: The CMS Data Center password must be changed every 60 days because it expires. In NDM/NDM-PC, the password does not expire. We recommend that you change your password on the CMS Data Center and NDM at the same time to prevent the transfer process from failing.

2.3.5 - Enrollment Data Transmission (Testing)

(Rev. 40, 11-14-03)

Before you send any test transmission, contact Central Office Technical Person ([Appendix H](#)) to schedule testing. For the proper record layout, see [Appendix C](#). **Be aware** that a header record must be included at the beginning of your transmission file. To test the transmission, use the following test file (where TXXX is replaced with your User ID):

'TXXX.@BGD5050.TRANSFER.TEST'

For your test transmission, follow these steps:

1. Log on to CMS Data Center and enter the TSO option.
2. To browse your mainframe file, follow these steps:

- a. After logging on or completing other work on the mainframe, while at the host command level with the READY prompt, type ISPF 1 and press <ENTER>.
- b. You should see a screen labeled BROWSE-ENTRY PANEL. Use your <TAB> key to move the cursor down to a section labeled "FOR OTHER PARTITIONED DATA SETS." At the prompt DATA SET NAME ==>, type the name of the file to which you are transmitting at CMS Data Center.
- c. If you want to test the transmission, type TXXX.@BGD5050.TRANSFER.TEST and press <ENTER>. If you are transferring for production, type TXXX.@BGD5050.TRANSFER.DATA and press <ENTER>.
- d. You see your file on the CMS mainframe. To page up or down through the file, hold down the <F7> key (up/back) or <F8> (down/forward). While in this facility, you cannot make any changes to the data; you can only verify its accurate transmission.
- e. To exit, press <F3>.

NOTE: If the filing screen appears, type <2> in the DISPOSITION LOG DATA SET field and then press <F3>. This should return you to the ready prompt.

3. If the file does not contain the data from the last transmission, you may transmit your file. If the file contains data and you transmit, the data from the last transmission will be overwritten. Wait at least an hour to attempt transmission again and refer to the schedule transmission in [Appendix D](#) to find the best times for transmission.
4. After you determine that the transfer is successful, browse your file at the CMS Data Center to ensure that all the data was received.

2.3.5.1 - NDM Processes and Setup for Testing (Enrollment)

(Rev. 40, 11-14-03)

Two NDM processes, NDMWORKS and NDMWORK1, are used as examples to transmit test enrollment data. These processes are described in the following subsections.

2.3.5.2 - NDMWORKS (The JCL)

(Rev. 40, 11-14-03)

The NDMWORKS process is executed at the Plan site and programmed on the M+C organization sites mainframe. This process is usually executed in the batch program Job Control

Language (JCL) environment. The M+C organizations programming staff can select any name for the NDMWORKS process.

NDMWORKS Process Code

PROCNAME	PROCESS	PNODE=XXX.XXXX SNODE=NDM.HCFA SNODEID=(TWXX,XXXX)
	SUBMIT	DSN=OG00.@BGD5080.JCLLIB(NDMTXXXXT) &DSN1=XXX.XXX.XXXX &DSN2=TXXX.@BGD5050.TRANSFER.TEST SUBNODE=SNODE

The Plan programmer must fill in the following variable information before executing the NDMWORKS process:

PROCNAME:	The programmer may select any name for this process.
PNODE:	The MCO node name.
SNODEID:	The MCO CMS TW ID and password, as issued by CMS.
SUBMIT:	The DSN (data set name) should read as follows: OG00.@BGD5080.JCLLIB(NDMTXXXXT)
&DSN1:	This is the sending DSN that resides on the MCO mainframe.
&DSN2:	This is the receiving DSN that resides on the CMS mainframe.
SUBNODE:	This is the node (mainframe) that receives control for processing the DMTXXXXT.

2.3.5.3 - NDMWORK1 (The NDM Process)

(Rev. 40, 11-14-03)

The NDMWORK1 process is executed at the CMS site and is programmed on the CMS mainframe. This NDM process is triggered by the NDMWORKS process from the M+C organization site. The NDMWORK1 process is generally named NDMTXXXXT, where TXXX is the M+C organization users MCCOY ID.

NDMWORK1 Process Code

NDMTXXXXT	PROCESS	PNODEID=(TWXX.XXXX) PNODE=NDM.HCFA SNODE=XXX.XXXX
STEP1	COPY	FROM (DSN=&DSN1 DISP=SHR SNODE) COMPRESS TO (DSN=&DSN2 DISP=SHR

PNODE)

```
STEP2          IF (STEP1 EQ 0000000000) THEN
                RUN JOB (DSN=OG00@BGD5080.JCLLIB(TEST)) PNODE
                EIF
```

The NDMWORK1 process does not require programmer intervention from the M+C organization site. Only the CMS programming staff sets up this process.

The CMS staff must fill in the following variable information before executing the NDMWORK1 process:

NDMTXOXXT:	Replace TXXX with the Plan User's MCCOY ID.
PNODEID:	The Plan's TW ID.
SNODE:	The Plan's node. The CMS node is NDM.HCFA.

2.3.6 - Enrollment Data Transmission (Production)

(Rev. 40, 11-14-03)

The CMS recommends that you schedule transmission of your data several days in advance of the cutoff date (see [Appendix D](#) for the transmission schedule). This ensures that your data transmission is received by the cutoff date and gives you time to resolve any transmission problems.

Do not begin transmitting production data until you have contacted one of the Central Office Regional Technical coordinators ([Appendix H](#)). This ensures that the CMS Data Center is ready to receive your production data for monthly processing.

To transmit production data for monthly processing, use the following production file (where TOXX is replaced with your User ID):

'TXXX.@BGD5050.TRANSFER.DATA'

Then follow these steps:

1. Log on to the CMS Data Center and enter the TSO option.
2. To check the file at the CMS Data Center to which you are transmitting data, follow the instructions for browsing your mainframe file (step 2) given in Section [2.3.5](#).
3. If the file does not contain the data from the last transmission, you may transmit your file. If the file contains data and you transmit, the data from the last transmission will be overwritten.

4. When the transfer is successful, the process submits a job to capture the data for monthly processing.
5. When this job is completed, a message is found in the transfer file (see [Appendix E](#) for an explanation of messages). The user can then access MCCOY and view the Plan Transfer Tracking Report to check on the status of the receipt of the data.

Refer to [§5 “Using MCCOY”](#) in this guide for further instructions on how to use MCCOY to view the Plan Transfer Tracking Report.

2.3.6.1 - NDM Processes and Setup for Production (Enrollment)

(Rev. 40, 11-14-03)

Two NDM processes, NDMWORKS and NDMWORK1, are used to transmit production enrollment data. These processes are described in the following subsections.

2.3.6.2 - NDMWORKS (The JCL)

(Rev. 40, 11-14-03)

The NDMWORKS process is executed at the M+C organization site and programmed on the M+C organization sites mainframe. This process is usually executed in the batch program (JCL) environment. The M+C organization programmer can select any name for the NDMWORKS process.

NDMWORKS

PROCNAME	PROCESS	PNODE=XXX.XXXX SNODE=NDM.HCFA SNODEID=(TWXX,XXXX)
	SUBMIT	DSN=OG00.@BGD5080.JCLLIB(NDMTXXXP) &DSN1=XXX.XXX.XXXX &DSN2=TXXX.@BGD5050.TRANSFER.DATA SUBNODE=SNODE

The M+C organization programmer must fill in the following variable information before executing the NDMWORKS process:

PROCNAME:	The programmer may select any name for this process.
PNODE:	The MCO node name.
SNODEID:	The MCO CMS TWID and password, as issued by CMS.
SUBMIT:	The DSN should read as follows: OG00.@BGD5080.JCLLIB(NDMTXXXP)
&DSN1:	This is the sending DSN that resides on the MCO mainframe.

&DSN2:	This is the receiving DSN that resides on the CMS mainframe.
SUBNODE:	This is the node (mainframe) that receives control for processing the NDMTXXXP.

2.3.6.3 - NDMWORK1 (The NDM Process)

(Rev. 40, 11-14-03)

The NDMWORK1 process is executed at the CMS site and is programmed on the CMS mainframe. This NDM process is triggered by the NDMWORKS process from the M+C organization site. The NDMWORK1 process is generally named NDMTXXXP, where TXXX is the M+C organization user's MCCOY ID.

NDMWORK1 Process Code

```

NDMTXXXP  PROCESS      PNODEID=(TWXX.XXXX)
                                PNODE=NDM.HCFA
                                SNODE=XXX.XXXX
STEP1      COPY        FROM (DSN=&DSN1
                                DISP=SHR
                                SNODE) COMPRESS
                                TO: DSN=&DSN2
                                DISP=SHR
                                PNODE)
STEP 2     IF (STEP1 EQ 000000000) THEN
                                RUN TASK (PGM=U7SVC,
                                PARM=(CL19'D=HKH.DTRG.HKHTODZA=)) PNODE
EIF

```

The NDMWORK1 process does not require programmer intervention from the M+C organization site. Only the CMS programming staff will set up this process.

The CMS staff must fill in the following variable information before executing the NDMWORK1 process:

NDMTXXXP:	Replace TXXX with the MCO User's MCCOY ID.
PNODEID:	The MCO TW ID.
SNODE:	The MCO node. The CMS node is NDM.HCFA.

2.4 - Working Aged Data

(Rev. 40, 11-14-03)

To transmit Working Aged data to CMS, you must use NDM-HOST or NDM-PC. To see a copy of the record layout, see [Appendix C](#).

For testing of this procedure and system problems, see [Appendix H](#) for contact information.

The Working Aged records will be picked up for processing three times a day: 11:00 a.m., 4:00 p.m., and 10:30 p.m. Eastern Time (ET). Check MCCOY periodically after these times to ensure that your data has been received (see Section [5.3.9.3](#)). All transmissions must be completed prior to 8:00 p.m. ET on the last business day of the month.

2.4.1 - NDM Batch Data Entry Description

(Rev. 40, 11-14-03)

M+C organizations transmit Working Aged data into their own CMS data set using NDM. A job to copy the data set into a collection Generation Data Group (GDG) is submitted automatically upon successful completion of the NDM process.

2.4.2 - NDM Transmit Process Batch Run JCL

(Rev. 40, 11-14-03)

Each M+C organization issues the following NDM commands to trigger the Working Aged NDM transmission. This is normally part of a batch execution.

NOTE: These NDM commands must be set up on the M+C organizations mainframe or PC before the transmission can process properly.

2.4.2.1 - Working Aged NDM Process Scenario

(Rev. 40, 11-14-03)

This procedure starts by submitting a NDM process at the M+C organization site which, in return, submits a process named TKAPLAN at the CMS site to copy the Plan's DSN to a DSN at HCFA (TO??.@BGD5050.WKA.TRANSMIT). The process TKAPLAN submits a RUN TASK that runs an SLIB job WKACOPY. The WKACOPY job copies the M+C organization's DSN to a GDG at CMS and then deletes the TO??.@BGD5050.WKA.TRANSMIT DSN.

2.4.2.2 - Plan NDM JCL and Process Code

(Rev. 40, 11-14-03)

This NDM process is executed at the M+C organizations site and programmed on the M+C organization site's mainframe. This process is usually executed in the batch program (JCL) environment. The M+C organization programmer can select any name for this NDM process. **This process is used for testing only.** The test names will be changed to production names at the appropriate time.

MCOs NDM JCL

```
//PS010      EXEC NDMBATCH
//SYSIN      DD*
SIGNON      USERID=(???,???)
SUBMIT      DSN=????.?????.????(ANYNAME)
            PNODE=????.???
            SNODE=NDM.HCFA
            &DSN1=PLANS.DSN.NAME
            &DSN2.TO??.@BGD5050.WKA.TRANSMIT.TEST
SIGNOFF
/*
```

The programmer must fill in the following variable information before executing the process:

USERID:	The programmer's ID and password to the NDM environment.
DSN:	The PDS and MEMBER that holds the NDM process.
PNODE:	The MCO node ID.
SNODE:	The DSN should read as follows: NDM.HCFA
&DSN1:	This is the sending DSN that resides on the MCOs mainframe.
&DSN2:	This is the receiving DSN that resides on the CMS mainframe.

MCO NDM Process Code

```
ANYNAME    PROCESS
           SNODEID=(TW??,pswd)
SUBMIT      DSN=OG00.@BGD5050.WKA.PROCLIB(TKAPLAN)
           &DSN1=PLANS.DSN.NAME
           &DSN2=TO??.@BGD5050.WKA.TRANSMIT.TEST
           SNODEID=(TW??,pswd)
           SNODE=MCO's Node ID
           SUBNODE=SNODE
           &PUSER=T???
           &UID=OG00TN??
```

The programmer must fill in the following variable information before executing the process:

ANYNAME:	The programmer may select any name for this process.
SNODEID:	The Plan's CMS User ID and password.
DSN:	The DSN should read as follows: OG00.@BGD5050.WKA.PROCLIB(TKAPLAN)
&DSN1:	This is the sending DSN that resides on the MCO's mainframe.
&DSN2:	This is the receiving DSN that resides on the CMS mainframe.
SNODEID:	The CMS User ID and password.
SNODE:	The CMS's Node ID.
SUBNODE:	This should read SNODE.
&PUSER:	The MCO's CMS User ID.
&UID=OG00TN??:	?? is the last two digits of your CMS User ID.